



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY CHIEF FINANCE AND OPERATIONS, COUNTY COUNSEL

Class No. 000349

■ CLASSIFICATION PURPOSE

To provide a broad range of administrative services that support the objectives of the Office of County Counsel such as budget, fiscal monitoring, information technology, organization development, and personnel management; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a single, unclassified management class allocated only to the Office of County Counsel. Under general direction, the incumbent reports directly to the County Counsel and has primary responsibility for preparing the annual budget; managing all personnel functions; formulating administrative policies and procedures; managing all facility and work safety issues; monitoring and tracking expenditures and revenues; overseeing information technology service delivery; and managing and overseeing all vendor contracting and purchasing functions.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Directs, plans, and organizes the fiscal and analytical operations of the department, which includes the development of the annual budget and monitoring and tracking revenue and expenditures.
2. Identifies operational problems and formulates appropriate solutions.
3. Formulates policy and procedures for departmental operations.
4. Supervises subordinate staff providing administrative support activities.
5. Directs, plans, and organizes activities concerning the management of the department's facility and information technology.
6. Establishes work standards and operational objectives.
7. Oversees and manages all personnel functions including planning, organizing, coordinating, and overseeing the activities of the Departmental Personnel Officer and payroll staff.
8. Plans, organizes, and oversees the recruitment and selection process for the Office of County Counsel and related work.
9. Manages all activities related to classification, compensation, labor relations, risk management and the office safety program.
10. Performs special studies and projects as assigned by the County Counsel.
11. Prepares department reports for review by the County Board of Supervisors, the Finance and General Government Group, and other agencies.
12. Acts as liaison with other public and private agencies and provides information to other agencies on the activities of the Department.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Administrative policy/procedure establishment and implementation.
- Principles and practices of administrative management, supervision, evaluation, and training.
- Fiscal analysis and management.
- Budget preparation.
- Principles, techniques, and methodologies used in recruitment, classification, compensation, employee assistance, benefits, and risk management.
- Theories, principles, practices and current issues of law office administration including personnel management.
- Contract administration.
- County customer service objectives and strategies.
- Information technology service delivery.
- Facilities management.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Communicate effectively orally and in writing.
- Direct a variety of service functions such as budget, fiscal management, and personnel management.
- Analyze complex problems and logically identify solutions.
- Plan and coordinate multi-disciplinary work efforts.
- Establish and maintain effective public and interpersonal relations.
- Present complex fiscal reports.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience, which demonstrate possession of the knowledge and skills listed above.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: August 2, 1985
Revised: June 24, 2003
Revised: March 9, 2004